

P2-to-PRISM Transfer Procedures for the FY 2008 Budget Submission

Overview

a) To submit data for O&M (and MR&T Maintenance) for the FY 2008 budget, all MSC/Districts will first enter activities and resources for FY 2008 into P2 Primavera Project Manager (PM). See the notes below concerning important things that must be done in P2 to enable the data to migrate into PRISM. Detailed instructions concerning entry of O&M data in P2 are attached in a separate document.

b) Every night beginning in mid-May, a P2 process will automatically push applicable FY 2008 budget data elements from P2 into a set of PRISM staging tables. MSCs/Districts may load the P2 data from the staging tables into PRISM by following the instructions below.

c) After the P2-to-PRISM load is complete, MSCs/Districts must then go into PRISM and enter additional required data fields, such as Performance Measures, and other data as applicable for each business program.

Note: Please refer to section 12 in the main portion of the Budget EC for additional information concerning the use of data systems for the FY 2008 budget submission.

SAD

South Atlantic Division is using P2 for development of the FY 2008 Budget for Investigations and Construction, as well as O&M. In addition, SAD is using Oracle Financial Analyzer (OFA) rather than PRISM to prepare all the performance measure data fields required on the business line spreadsheets. When SAD has completed their submission in OFA, the PRISM procedure described below under the heading "PRISM Instructions" will be used to copy SAD's OFA data to PRISM.

P2 Instructions

In order to get P2 data to load into PRISM, the following must be done in P2:

a) The **activity start and/or end date** must fall within FY 2008 for O&M work. For other appropriations Oracle Projects (OP) is used to determine the portion of the resources that fall within FY 2008 if the activity spans more than one fiscal year.

Note: Do not resource directly to Resource code "Labor" or "Non-Labor" in PM.

b) Assign a **CW FY08 Funding Increment** and a **CW Phase Code** to all FY08 resourced activities. These are activity codes in PM.

c) Assign a **Program Code** to every O&M project. Program Code is a project-level code which is assigned in OP. Program Code values have been created in P2 for all O&M projects, and in most cases are the PWI/CWIS used in PRISM.

d) In PM, assign a **CW Type of Funds** value (either at the WBS or Activity level) to all resourced activities.

Note: Do not use the CW Type of Funds values that only contain an appropriation without a category-class-subclass (ccs) code.

e) **Busines Line (Program).** P2 provides a project level code to identify the project's primary business line. This code is named "Primary Business Program" in P2, and is assigned in OP. The value assigned in OP may be over-ridden in PM at the activity level for specific activities which differ from the project's overall primary business line. Several choices available in P2's list of values are not applicable for this budget submission and will not transfer to PRISM, including "OTH" - Other, "SOTH" - Support for Others, "EM" - Emergency Management, and "RE" - Real Estate. The "ENV" - Environment business line has recently been removed from the list of valid values in P2. Any projects or activities still coded as "ENV" must be changed to "ENV-Ecosystem", "ENV-Steward", or "ENV-FUSRAP" as applicable. The "JNT" - Joint business line has recently been removed from the list of valid values at the project level and must not be used for a project's primary classification, but may be used for the "Primary Business Program (Override)" activity code on applicable activities in PM. Any projects still using "JNT" for the "Primary Business Program" in OP must be re-assigned. Activities coded as "JNT" on O&M multipurpose hydropower projects (cat-class 300) will transfer to the "Hydropower" business line in PRISM (and P2-OFA). Joint activities in other O&M projects will transfer to the project's primary business line.

f) In order for a project's data in PM to be accessible to PRISM, the project must be pushed to OP. To do that you must set the WBS level **Status** to "**Planned**", run **Update Project / Update Budget** in OP, and then complete the **Budget Approval workflow** process.

PRISM Instructions

Every night the current FY 2008 data in P2 will be automatically placed in a set of staging tables accessible to PRISM. This nightly load will normally be completed by approximately 8 AM EST each morning. MSCs/Districts can choose when they want to actually load this data into PRISM, and they may run the load more than once if they wish. They may specify a particular EROC, Business Line, and Appropriation.

To load the P2 data into PRISM, MSCs/Districts must log into PRISM and from the main menu select item #2 (PBS Module) and then on the PBS menu select item #23 (P2 to PRISM Transfer).

A screen will then prompt for the following parameters:

- EROC: Enter a specific EROC, or MSC users can transfer all of their districts by entering '%' in second character of EROC.

- BFY: Enter '2008'

- LEVEL: Enter 'C'

- BUSINESS LINE: Enter a specific business program to load or 'ALL' for all applicable business programs. [F4] provides a list of valid values: ENR, FDR, HYD, NAV, WTR, (plus CAP and REC for SAD only). (ENS and ENF are not applicable.)

- APPROPRIATION: Enter the specific appropriation to load or 'ALL' for all applicable appropriations. [F4] provides a list of valid values: A - Investigations, B - Construction, C - O&M, ES - MR&T O&M. (Investigations, Construction, and 'ALL' are for SAD only.)

- COMPLETE OVERWRITE?: Enter 'Y' or 'N' (Default is 'N')
'Y' means that **all** existing '08 PRISM data (including all the performance measure data fields) for the applicable EROC, Business Line, and Appropriation will be **deleted** prior to the load, so that after the load is complete only data coming from P2 will be present in PRISM.

'N' means that any existing '08 data in PRISM will be preserved, except that the budget amounts (Fed and IWTF) will be zeroed out prior to the load for the applicable EROC, Business Line, and Appropriation. If you have already entered some performance measure data directly into PRISM, you may want to select "N" in order to preserve these entries.

After you complete the parameter screen the transfer is initiated and you can exit back to the PRISM menu. Allow a few minutes (approximately 3-5) for the procedure to finish processing and then the data should be available in PRISM.

An execution log report named **p2prismstat** will be produced in your wpc21 reports directory. You will be prompted with the option to print out the log report so you can see which records in the staging tables were rejected from loading into PRISM. If you wish you may also view the log report on-screen by pressing the [HOME] key from any PRISM menu screen, and then typing the command:

more p2prismstat.n

(where n is a number which distinguishes multiple versions of the file; the highest value of n is the most recently generated file.)

Press the spacebar to proceed to the next page when viewing the file. After viewing is complete, type 'exit' to return to the PRISM screens.

After completion of the load, use the Business Program Maintenance screen (item #7 on the PBS menu) to view and update the P2 data loaded into PRISM. You may also use the Business Program Download (item #24 on the PBS menu) to create an extract file which can be downloaded to your pc for importing into Excel. Instructions for these two items are provided separately.

Additional Notes

a) The **Recreation and Environmental Stewardship programs** use RecBEST and E-S Best, respectively, to complete the development of their budget packages. The budget data for these two businesses will be transferred directly from the Best programs to PRISM when necessary or requested, and will not automatically transfer to PM or from P2 to PRISM. It is recommended, however, that the breakdown of these packages be added to P2 Primavera Project Manager by each MSC/District so that a complete set of activities for all businesses within each project will reside in P2. The Best ID Activity Code should be applied to all activities added in PM.

Note: There is one case in which Recreation data will flow from P2 to PRISM. If SAD has any Recreation items in Construction, those should be entered in OFA and will thus eventually flow into PRISM. Only O&M (and MR&T O&M) is entered into RecBEST. Recreation for Construction projects is entered directly into PRISM (and OFA for SAD).

b) Level of Detail / Aggregation

A particular study or project in PRISM is defined by its CWIS/PWI number, District, and Appropriation/Category-Class-Subclass. A study/project may be identified with one or more business lines. Within each business line, the budget request may be split into one or more project funding increments for each applicable business line. In addition, the "Phase Code" data field defines a further level of required breakout. Finally, the "Budget_Item_ID" data field in PRISM (and OFA) is used to define an additional level of breakout, such as individual contracts. These key fields in PRISM are populated as follows for data loaded into PRISM from P2:

CWIS/PWI:

1. If the P2 Project has an assigned Program Code in OP then the CWIS/PWI Number will equal the Program Code
2. Else if the P2 Project/Type of Funds combination has only 1 assigned AMSCO Code in CEFMS then the CWIS Number will equal the AMSCO Code
3. Else if the P2 Project has only 1 assigned Legacy Project Number in OP then the CWIS Number will equal the Legacy Project Number
4. Else if all the criteria results in no CWIS Number or multiple CWIS Numbers, then the project will not load into PRISM

District (EROC): EROC of Project Owning Organization

Appropriation/Category-Class_Subclass: Type of Funds and Type of Funds Override activity code

Business Line: Primary Business Program in OP and Primary Business Program Override activity code in PM. Note: Activities coded as “JNT” in O&M multipurpose hydropower projects (cat-class 300) will transfer to the “Hydropower” business line in PRISM (and OFA). Joint activities in other O&M projects will transfer to the project’s primary business line.

Increment: "CW FY08 Funding Increment" activity code in PM

Phase: CW Phase Code” activity code in PM

Budget_Item_ID:

The P2-to-PRISM transfer procedure will use PRISM’s “Budget_Item_ID” field to create separate budget items in PRISM for each P2 activity which is resourced as a construction contract. For each activity which is resourced for Construction Contract Services (CONSTSVCS) in PM, the transfer procedure will place the P2 activity number and the P2 project number in the “Budget_Item_ID” field and thus create a separate budget item in PRISM for each contract. The transfer procedure will aggregate all non-construction-contract activities and resources into one consolidated non-contract budget item (“NCS”) within a unique business line, increment, phase, EROC, Type of Funds, and PWI/CWIS. **In PRISM, these “NCS” budget items should be manually adjusted to ensure that E&D and S&A costs are included on the applicable contract budget items rather than on the consolidated “NCS” budget item.**

c) The following lists the data elements which are transferred to PRISM or initialized in PRISM.

business line
eroc
appropriation
ccs
cwis/pwi
phase
increment
budget_item_id
fed_cost
state (primary state)

additional for fdr:
sub_bus_prog (4th char of the fdrr or fdrc)

additional for nav:
iwtf_cost

additional for hyd, rec, and wtr:
wcc (if the budget item is from a single (contract) activity then the wcc field is transferred, but if it's an aggregation of several activities (budget item id "NCS") then the wcc's may be different and thus can't be populated in that case)

Note: For SAD, the transfer procedure will load all PRISM performance measure data fields.